


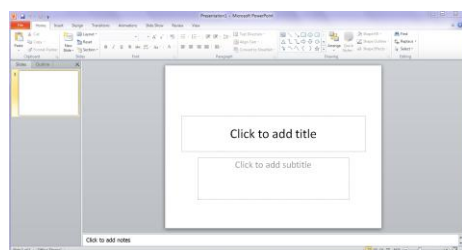
Introduction to PowerPoint

Accessing PowerPoint

You may access PowerPoint several ways. The most common is to follow this procedure:

What to Do
<p>1. From the Start Menu, select the PowerPoint icon.</p>  <p>The PowerPoint Presentation window displays. If the PowerPoint icon does not display on the Start menu, you may find it by doing the following: From the Start Menu, click on All Programs, then Microsoft Office, then Microsoft PowerPoint 2010.</p>

The Presentation Window




You will note that Microsoft made a strong effort to link both Word and PowerPoint so that the commands would look and feel similar. If you are familiar with Word, you are well on your way to making a great PowerPoint presentation.

Just like Word, the Presentation window has a ribbon made up of tabs, groups, and commands. It also has a Quick Access Toolbar for repetitive commands that are used daily.

It places a blank, new presentation in your window with which you may begin working. Note the left navigation pane is automatically displayed to enable you to navigate quickly and easily through the presentation.

Unlike Word, the blank document does not have a cursor where you can just begin to type. In PowerPoint, all text is entered into Text boxes, which allows you to manipulate the size and shape of the text, as well as allowing you to easily move it around on the page.

What to Do
 <p>Click on the large Title Box. Note that when you hover your cursor over the box's outline, it changes to a double arrow. You may enlarge the box by dragging one side dot to the left or right, or dragging the top or bottom dot up or down.</p>

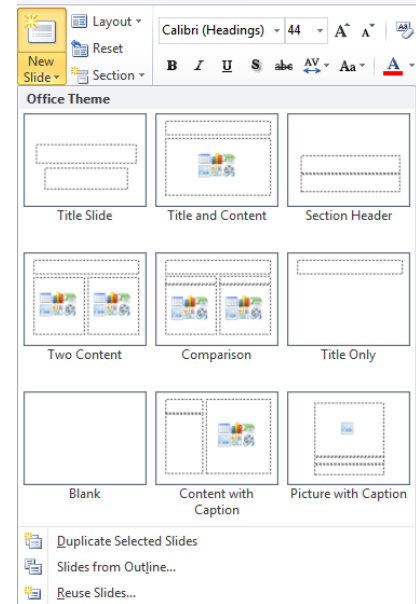
Adding Slides

Most presentations are more than one slide long. One of the first tools you will use in PowerPoint is the **New Slide** command on the **Home** Tab.



To add a slide, click on the **New Slide** icon. For more options, click on the down arrow next to the **New Slide** button, for the following options: As you can see, you can select several slide options. For this style of presentation, the next automatic slide is the title and content slide. You can change that by selecting a different type of slide style.

You can also duplicate or use different slides within your presentation from this window.



Inserting Text Boxes

What to Do



Text
Box


To insert a Text Box, click on the **Text Box** icon on the **Insert** Tab. Your cursor turns into a dark line and you can draw a box anywhere on the page. Once the box is drawn, your cursor is placed within the box and you may start typing.

The box may be dragged to an appropriate spot, or enlarged to contain all of the words.



Note: If the box is not large enough, it will not display all of the text. It is programmed to only display text in an area as large as the box. Therefore, if you want to see all of the text, you must make the box larger.

Inserting Pictures

What to Do
<div> Picture</div> <ol style="list-style-type: none">From the Insert Tab, click on the Picture Icon . The picture fills the slide and is surrounded by dots at the corners and small squares in the middle of each side. Note: The Insert Tab is now tailored with picture options.Resize the picture by dragging the bottom corner to the opposite top corner. The picture resizes and retains its proportions. If you use a side square, the picture will be reduced in size, but the proportions will readjust to the new size and your picture may look odd.Now move the picture to a place on your slide where it enhances the content.

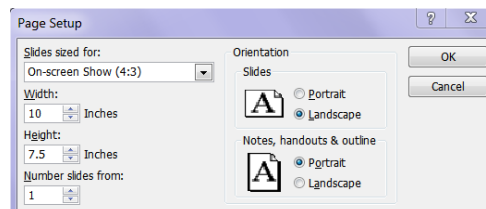
Removing a Slide

To remove a slide, select it in the Navigation Pane and right-click on the mouse button. Select Delete Slide.

Changing the Style of a Presentation

What to Do
<ol style="list-style-type: none">To change the style of your presentation, click on the Design Tab. As you move your cursor over each of the themes in the Themes grouping, your presentation will reflect the change in the display window.Select the desired theme by clicking on it. Your presentation will display with the new theme.

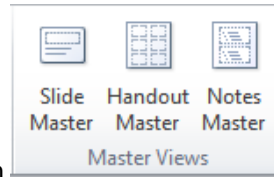
From the **Design** tab, you can also set up the parameters for the entire slide presentation:



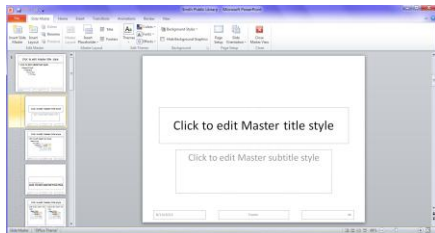
There are also additional background options on the **Design** Tab.

The Slide Master

The slide master is a way to format the entire presentation. You can add a particular background, enter headers and footers that will display on all pages, and create your own style in this view.



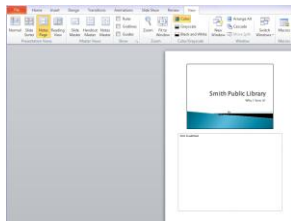
From the **View** Tab, select the **Slide Master** icon and the following displays:



As you can see, you can make many different types of changes to the masters. I suggest that until you have used PowerPoint for a while, you avoid making changes in this view.

Adding Notes

At the bottom of each PowerPoint slide is an area where you may add notes. You can add any text you might like to the notes at the bottom, but to add pictures or charts, or to view how they will appear when printed, select the **Notes Page** icon on the **View** Tab.



Each Notes Page shows a slide thumbnail, along with the notes that go with that slide. In this view, you can add charts, pictures, tables, or other illustrations to your written notes. This is done in much the same way as you would if you were working in Word.



Pictures and that you add in this view, do not appear on your screen in the normal view. The changes, additions, and deletions that you make on a notes page apply only to that notes page and to the note text in normal view.

If you want to enlarge, reposition, or format the slide image area or notes area, make your changes in **Notes Page** view.

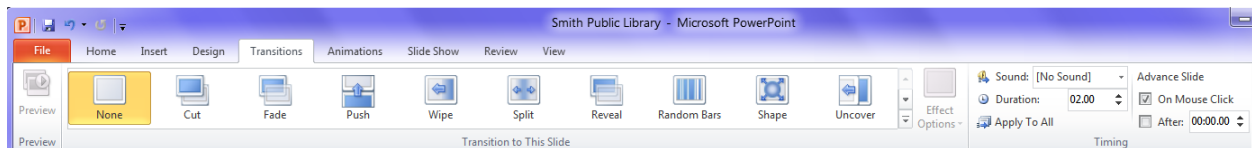
The Wow Factor


PowerPoint provides several ways to make your presentation exciting:

- Transitions – This is the movement between slides. PowerPoint allows for these transitions to be animated in a variety of ways.
- Animations -- The entrance and exit of elements on a slide itself are controlled by customized Animations. Elements can also be emphasized in this fashion.
- Embedded Excitement – You can embed videos, audios, and hyperlinks into the presentation.

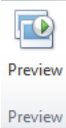
The Transitions Tab

From the Transitions Tab you can determine how and when you want to move from one slide to another. This Tab looks like this:



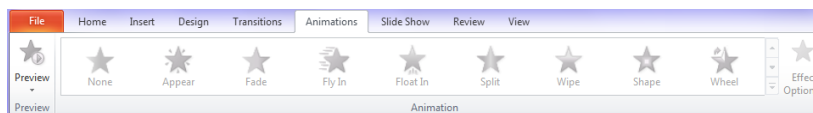
By clicking on one of these options, you can see how the slide would appear in the presentation. The Effect Options icon  allows you to select the direction from which the transition would take place.

In addition, you can add sound to the transition and determine whether the slide will advance on its own or at your direction.

The Preview icon  allows you to see how your effect works on each slide.

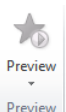
The Animations Tab

The entrance and exit of elements on a slide itself are controlled by customized Animations. Elements can also be emphasized in this fashion. For example, in a flow chart, you might want to show the direction of the flow. PowerPoint has made the creation of text and element animations easy.

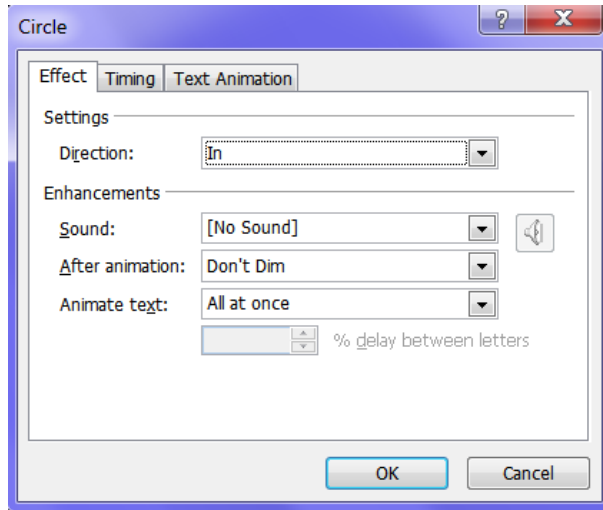


Simply click on one of the options and by selecting the Preview icon, you can see how the effect will look on your presentation. In addition, you can change the effect by selecting the Effect Options icon.



 you can see how the the shape and direction of

This icon also has other options that you can select, by clicking on the quick box launcher. The Effect Options dialog box displays:



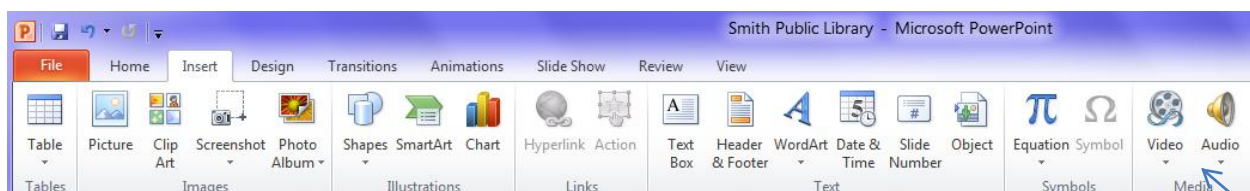
More difficult animations can be created when you animate elements of shapes, such as flow charts.

To do so, you use the **Animation Pane** icon  on the **Animations** Tab.

What to Do	
1.	The first, most critical step is to plan your animation. Using a piece of paper, I suggest you determine how you want your animation to look.
2.	Draw your first shape on a blank page, tailor it with text, and then click on Add Animation.
3.	Select the entrance you desire and click on it. The animation effect is created and dropped onto the Animation pane.
4.	Next, create the next element, add any desired text, and then click on Add Animation.
5.	Select your animation effect by clicking on it. The second effect is created and displayed beneath the first. To see how the effects work, click on the Play button. To Change the Effect options, click on the arrow following the effect.
6.	Repeat this process until the animation is completed. Timing can be changed by using the bottom of the Animation pane.

Embedded Video and Sound

Videos and Sound are embedded using the **Insert** Tab. The sound and video must be accessible through the network or computer in order for the function to work properly. For example, if you place a YouTube video into a presentation, you must have access to that website from the computer on which you plan to show the presentation.



Simply click on the appropriate icon and select the video you wish to embed. To prevent possible problems with broken links, it is a good idea to copy the video into the same folder as your presentation and link to it there.



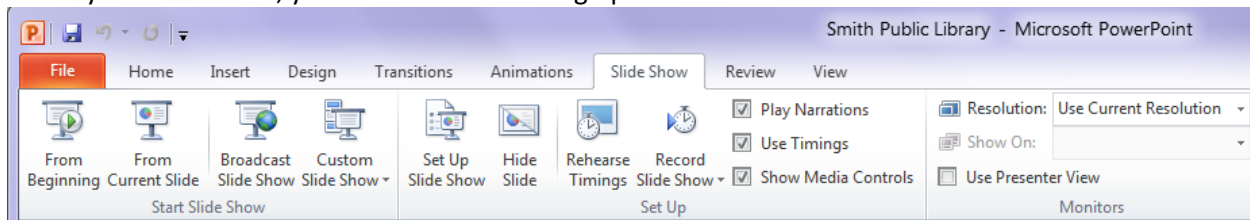
When linking to web videos, you must have the “embed code”, not the website address. You Tube makes this easy by using the Share button, you can find the embed information and create it.

Saving your Presentation

To save your presentation, simply click on the **Save** icon on the Quick Access Toolbar, or using the **File Tab**, click on **Save** or **Save As**.

Viewing your Presentation

When you are finished, you have several viewing options on the **Slideshow Tab**.



From this tab, you can view the slideshow from the beginning or from the current slide. Once you are viewing your slide show, the following buttons will work with your show:

- To access the next slide, click on the mouse button, click on **Enter**, use the **Page Down** key, or the **Down Arrow** key.
- To go back to the slide before, click on the **Page Up** key, the **Up Arrow** key, or right-click on the mouse for additional options.
- To exit the current viewing mode, click on **Esc**.

Broadcasting a Slide Show

This option is used when you want to broadcast your training to users at remote locations. They view your presentation from a browser and you can control what they see.

Setting Up a Slide Show

There are several options available for tailoring your presentation for the audience. For example, this is where you would set up a kiosk presentation.

Rehearsing Timings

PowerPoint allows you to record the amount of time you spend on each slide and for future presentations, you can use those timings to set up a show that runs as you speak.



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